

**Minutes for Communications Task Force (CTF) subgroup meeting**  
**UUCE library, June 5, 2013, 1:00 p.m.-1:55 p.m.**

The minutes follow the agenda, with discussion and decisions made **printed in red**.

**Participants:** Deste Campbell, UUCE Office Assistant; Martha Osgood, Web Team and Weekly News e-Bulletin editor; and Dick Loescher, Communications Task Force chair and Weekly News e-Bulletin editor.

**1. Check in.**

**2. Review of Agenda.**

**3. Weekly News e-Bulletin**

1. What is working well?

-Appreciation for including the new guidelines listed in the e-mail reminders that are sent each week to submit information by Wed. noon.

2. What could be improved?

-Put “-“ between “e” and “Bulletin” in the Guidelines information=”e-Bulletin”. **Agreed.**

-The Communications Task Force (CTF) recommended on 5/11/13 that any event that is mentioned in the announcements section should also be listed in the Weekly Calendar section. Goal is to do this. **Agreed.**

-The CTF also recommended on 5/11/13 that the finalized Order of Service (OOS) schedule be included in the electronic version of the Weekly News e-Bulletin that is sent out on Friday afternoon when the paper order of service has been printed. However, Rev. Don requested that the OOS not be included in the Weekly News e-Bulletin that is sent on Friday afternoon, but that after the service has occurred the OOS can be posted, and the previous Weekly News e-Bulletins that do not have the OOS can be posted, beginning with Sunday, Feb. 17, 2013. Ken Ross will take care of posting the previous editions, and Maren is responsible for posting future editions on the website.

-Dick Loescher proposes to add in the announcements section at the top the date and speaker and topic for that Sunday’s service, in addition to the date and speaker and topic for the next Sunday’s service (which is already in the announcements each week). This addition would provide information that many people who receive the Weekly News e-Bulletin on Friday afternoon want to know; and by continuing to omit the order of service in the electronic version sent on Friday afternoon that practice would avoid hassle for the minister and worship associates from people who want to suggest changes to the OOS.

Who can make this decision? **Rev. Don agreed to this proposal just prior to the meeting and all present agreed with this plan.**

-The editors decided not to post on the website for now expanded criteria for deciding what kind of information can be included, since these may change from time to time, and the general guidelines already there are fairly clear, in our opinion. **Agreed.**

3. Editing plans while people are away on vacation?

-It would be helpful to let Deste and the other editors know if one of the editors will be

away and not able to do editing, so the others will know they are the responsible ones.  
**Agreed.**

-E-Bulletin plans when Deste is on vacation? **Hannah.**

4. Who is in charge of the OOS after Rev. Don leaves? Is the mechanism in place for that process to occur? **Worship associates, Jake Walsh. Deste will check on this.**

5. Once we agree on the guidelines form that is sent out each week, check the web site to be sure the information is the same. **We agreed to omit the request "If possible, please use Verdana font size 9."**

6. The web site currently shows the May 5, 2013 Weekly News e-Bulletin when clicking "To view the CURRENT e-bulletin, click here". There are no e-Bulletins after that. They need to be posted, including the Order of Service. It is my understanding that Ken Ross will do that, and that Maren Peterson-DeGross is to post future Weekly News e-Bulletins after the Sunday service has occurred. Does, or could Deste send the Weekly News e-Bulletin with the OOS to Maren each week with the instructions to post this after the Sunday service has occurred? **Deste agreed to do this.**

#### **4. Web calendar**

1. What is working well?

Previously lost entries have been restored, hopefully.

2. What could be improved?

3. Status of Space Use Request Form (SURF)?

-Deste indicated she wanted to revise the draft of the form dated April 24, 2013.

-When the SURF form is in satisfactory condition have it available online on the "How to Calendar and Publicize Events Submission Guidelines" page, and also on the web calendar page, to fill out and send to [assistant@uueugene.org](mailto:assistant@uueugene.org).

-Deste could have the revised Space Use Request Form to send to people by e-mail and returned, as well as having paper copies of the form for those who need paper forms.

-Once the SURF is finalized, review the web site to be sure the information is the same.  
**Deste will work on revising the SURF form, and then send it by e-mail for review to Martha Osgood and Dick Loescher.**

4. Reservation of tables for use after Sunday service.

-What is working well?

-What could be improved?

-The listing of tables after Sunday service sometimes has items listed that are no longer needed. How to keep the entries accurate?

-Status of Table Use Request Form (TURF).

Deste indicated she wanted to review the draft of the Table Use Request Form 4/24/13 with the custodian, and then make further revisions. When finalized this form will be

useful to have on the web calendar page and the “How to Calendar and Publicize Events Submission Guidelines” page, with the ability for the filled out form sent to [assistant@uueugene.org](mailto:assistant@uueugene.org). Deste also could have this form to send to people by e-mail, and have paper copies.

Deste will work on further revision of the TURF form and send it by e-mail to Martha and Dick for review.

### **5. Computer use in library guidelines.**

See the separate preliminary list of considerations and e-mail from Dick Loescher June 4, 2013. Who will take the lead on this for further development of the guidelines and when will we discuss this again?

The three of us were concerned about the risk of public access to the computer and the risk that something could be downloaded to the computer that might harm it and be a risk to the computers in the office. There also is a risk of theft. One option we considered was to move the computer to the office or the copy room to be more protected. Another idea that occurred after the meeting was could the computer be set to be able to access the internet but not be networked with the office computers, so if the library computer were damaged it would not be a risk to the office computers. No decisions were made today, and this will be discussed in the future. Martha Osgood is the lead person for this matter.

### **6. Other matters?**

1. Possible survey about web site usage.

Maren Peterson-DeGroff recently proposed some sort of survey about UUCE website use. At the CTF meeting 5/11/13 Maren expressed that she was feeling uncertain about how useful the web site was to people, and whether the effort needed to maintain the web site was worthwhile. Many present indicated they used the website and thought it was important in many ways. No decision was made at that meeting regarding whether or not to develop an online survey, but that might be considered some time in the future if there is interest.

2. UUCE Connections Newsletter. The June newsletter is not yet posted. Who does this? Maren Peterson-DeGroff.

### **3. Possible change to a different web calendar.**

Martha Osgood mentioned that Glen Treiber, chair of the web team, and Martha have been discussing whether or not to consider changing from the Joomla web calendar to a different web calendar, possibly Google, which might be more reliable. No decisions have been made. Deste requested that the office staff be included in the discussions and considerations.

### **7. Future plans for the CTF subgroup?**

-On May 11, 2013 it was decided that the Coordinating Council will continue functioning for at least the next church year, and it will have its next meeting in August or September, with communications before that as needed. Dick Loescher will continue to be the

meeting facilitator and Ken Ross will continue to be the secretary.

-On May 11, 2013 it was decided that the Communications Task Force will resume meeting when the Coordinating Council resumes meeting, and will communicate as needed before that.

-Options for this subgroup of the Communications Task Force are to meet regularly or just as needed, or a combination of regular and as needed meetings. What shall we do?

We agreed it is valuable to have regular meetings, with additional communications as needed.

**7. Likes and Wishes/Check out.**

**8. Future meeting date?**

Wednesday, July 10, 2013, 1 to 2 p.m. in room 7 if possible.

Minutes prepared by Dick Loescher